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**DD/M&S Registry
File Records**

26 March 1974

MEMORANDUM FOR: Director of Personnel

SUBJECT : Applicant Records Retention

**REFERENCE : IG's Memo to DD/M&S and DDO dtd 7 Jan 74,
Subject: Activities with Flap Potential**

With regard to the proposal in the reference that the subject computer file be identified as an Office of Personnel file or discontinued, it has been established that the subject file is of sufficient value to the Agency to merit its retention. It is recognized that the Office of Personnel has no primary interest in the computer file, although it does serve as the Office of Record for the applicants' paper file. The Office of Joint Computer Support has agreed to identify the computer file as an Office of Personnel file, while managing the file to ensure that all requests, output, and workload issued with the file originate with [redacted]. Likewise,

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[redacted] will control access to the computer file.

/S/

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Chief, Information Systems Analysis Staff

cc:

**EO/DDM&S
IG**

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DD/M&S Registry
File Records

Chief, ISAS

AT

[redacted]

Gail:

In line with our telephonic discussion of 27 February 1974, I would appreciate it if you would review this package and see if we can't work out a solution which would permit us to have our cake and eat it too. If OJCS is not involved, and the files are stored [redacted] for 2 to 5 years under the cognizance of OP, it would seem that the "flap potential" has been eliminated. Possibly OS would have some input to this so that we can come up with a reasonable Directorate position which does take into consideration the CI/Security implications.

STAT

AT

Suspense: 12 March 1974.

[redacted]
LJD

Att: DD/M&S 74-0701

Executive Officer to the DD/M&S
7D 26 Hqs

[redacted]

28 Feb 74

STAT

EO-DD/M&S [redacted]:kmg (28 Feb 74)

STAT

Distribution:

Orig RS - Adse w/O of Att

STAT

1 - DD/M&S Subject w/7 cys of Att - [redacted]

1 - DD/M&S Chrono

DD/M&S 74-0701: Memo dtd _____ to IG fr DD/M&S, subj: Applicant Records Retention

Background: DD/M&S 74-0056: Memo dtd 7 Jan 74 to DDO, DD/M&S fr IG, subj: Activities with Flap Potential

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DD/M&S 74-0701

MEMORANDUM FOR: Inspector General
SUBJECT : Applicant Records Retention
REFERENCE : IG's Memo to DD/M&S and DDO dtd 7 Jan 74,
 subj: Activities with Flap Potential

1. This memorandum responds to your request that the Deputy Director for Management and Services consider transferring primary cognizance over certain computer files to the Office of Personnel or terminating them. The files are maintained on persons who applied to the Agency for employment but were neither investigated nor employed. They are presently maintained in OJCS

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3. Experience has shown that most rejected applicants who reapply do so within a two-year period (about 120 per month). The Office of Personnel retains rejected applicant folders in Records Center during this period. They are available for rapid recall if a second application is received. The folders have proved very useful on a short-term basis, helping to reconstruct the circumstances surrounding an individual's initial application; however, their usefulness diminishes rapidly with time.

4. Since the Office of Personnel has no long-range interest in a rejected applicant nor any need to retain his records indefinitely, assuming primary cognizance for the computer file would result in additional responsibility without additional benefit. It could well involve monitoring or preparing the data for computer input, insuring the accuracy of periodic machine listings, responding to special requests, and the like. We have no available

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resources in the Office of Personnel on which we can draw to provide these services.

5. If the computer file is to be continued, I recommend that primary cognizance not be transferred to the Office of Personnel. I do agree that this program has considerable flap potential, but am not in a position to weigh the CI value which has been and can be obtained from the file against the disclosure risk involved.

HAROLD L. BROWNMAN
Deputy Director
for
Management and Services

(Signed) F. W. M. Janney

Distribution:

Orig & 1 - Addressee
1 - D/OJCS
~~2~~ - DD/M&S
2 - D/Pers (1 w/held)
2 - DD/Pers/R&P

Originator:

Director of Personnel

26 FEB 1974

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DD/Pers/R&P [redacted] mcf (22 Feb 74)

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DD/M&S Registry
File Security

AT

Director of Personnel

[Redacted]

I would appreciate it if OP assumed the action responsibility for the DD/M&S in this matter, co-ordinating with both OJCS and the DDO. It would appear that if the files are not of interest to OP, they should be terminated, but CI Staff may offer strong arguments to the contrary. In any case, please prepare a suitable response for the signature of the DD/M&S, who has been briefed.

Suspense: 15 Feb 74.

ISD
LJD

Att: DD/M&S 74-0056

Executive Officer to the DD/M&S

[Redacted]

14 Jan 74

STAT

EO-DD/M&S: [Redacted] kmg (14 Jan 74)

STAT

Distribution:

Orig RS - D/Pers w/O of Att

- DD/M&S Subj w/Xcy of Att
1 - DD/M&S Chrono

DD/M&S 74-0056: Memo dtd 7 Jan 74 to DDO & DD/M&S fr IG, subj: Activities with Flap Potential

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